

STRCC CHARTER

Iowa Statewide Traffic Records Coordinating Committee

December 2011

History

Background: Iowa has had a multidisciplinary statewide traffic records committee for communication, planning, and coordination since June 1994. Originally called the Strategic Planning Project (StraPP), it later took the name Statewide Traffic Records Advisory Committee (STRAC). This committee met quarterly, with additional ad hoc meetings. The Iowa Safety Management System Coordination Committee (SMSCC) formed in a similar manner in February 1995 and enhanced general highway safety coordination, as STRAC handled safety data coordination.

Executive guidance: StraPP was set up with a working committee and a Guidance Team of appropriate executives who received copies of all documents and attended meetings either occasionally or regularly. When members of the Guidance Team attended the working committee meetings, they worked along with other participants.

Program history: Iowa was the first state to be awarded a NHTSA grant for strategic planning in 1994. The first strategic plan was completed in 1995. The strategic plan was updated periodically during Section 411 funding, and Iowa received implementation grants for each year of the Section 411 program. STRAC also sponsored and organized statewide traffic records conferences, similar to the national Traffic Records Forums, in 1994 and 2001.

Creation of this Charter: Given the requirements of the SAFETEA-LU “Section 408 Program,” it was decided to formalize STRAC with a Charter supported by letters of support from key executives, renewing the Guidance Team as the “second tier” of a two-tiered committee.

Name change: STRAC had essentially functioned as a coordinating committee so it was decided to replace “advisory” with “coordinating” in the committee’s name. Therefore the creation of STRCC; the Statewide Traffic Records Coordinating Committee.

Vision, Mission, and Goal

VISION: The Vision of STRCC is to maximize traffic safety problem identification, planning, evaluation, and decision-making through coordination and cooperation at all levels of government and by all safety entities in communities through access to quality safety data. The data system should be sustainable, provide quality service for a reasonable investment, and achieve an effective balance of limited resources between data systems and the highway safety programs they serve.

MISSION: The Mission of STRCC is to develop and improve the “virtual” statewide traffic records system and all of its independent real components.

Central to this mission are the advancement of electronic data capture, appropriate integration of data, effective utilization of the data through the Highway Safety GIS and other means of data dissemination, and education of data collectors and users.

The Mission will be accomplished by incorporating advanced technology, wise use of resources, open communication opportunities by all members, a spirit of cooperation and teamwork, and future planning. The data driven process should ensure that all opportunities to improve highway safety are identified and considered for implementation. Continued evaluation shall be conducted to facilitate implementation and strategic development of state data systems and projects.

GOAL: The goal of STRCC is to ensure that complete, accurate, and timely traffic safety data are collected, analyzed, and made available for decision-making at the state, local, and national levels **to reduce crashes, deaths, and injuries on Iowa streets and highways. Data should be made available in a concise manner for the end-user.**

I. State Traffic Records System Definition

“A traffic records system is generally defined as a virtual system of independent real systems which collectively form the information base for the management of the highway and traffic safety activities of a state and its local subdivisions.” (Iowa Traffic Records Assessment Report, 2006, page 9.)

STRCC’s unique responsibility is to coordinate these independent real systems into a virtual system effective in saving lives and mitigating the harm of traffic crashes.

Organizational Structure and Function

Two-tiered Committee: The committee has two tiers; the Guidance Team and STRCC. The Guidance Team and STRCC shall be responsible for developing, maintaining and tracking accomplishments related to data projects as related to the State’s Strategic Plan.

- I. Guidance Team: The executive level of STRCC is composed of agency department management who set the vision and mission for the remaining STRCC membership. The four-person guidance team is comprised by the following representatives:
 - Bureau Chief, Governor’s Traffic Safety Bureau, Iowa Department of Public Safety
 - Director, Office of Traffic and Safety, Iowa Department of Transportation
 - Director, Office of Driver Services, Iowa Department of Transportation
 - Bureau Chief, Bureau of Emergency Medical Services, Iowa Department of Public Health

The team meets with members and attends STRCC meetings. The Guidance Team approves changes to the Charter, reviews, offers input and approves traffic data projects and any changes to the Guidance Team membership. The STRCC Co-Chairs will provide, in writing, a summary of quarterly STRCC meetings to the Guidance Team. Guidance Team members will provide input to

STRCC regarding the commitment and obligation of the state agencies which they represent. Guidance Team members often are, by their own choice, participants in the full committee, ensuring communication between the two tiers. This has been the case throughout the committee's twelve-year history.

- II. **STRCC Membership:** Members include executives and professional staff, generalists as well as specialists. Leadership and innovation are cultivated within STRCC so that all members are, or have the opportunity to become, star performers in their areas of expertise. An egalitarian spirit is pervasive. Members include representatives from each of the traffic safety records systems (crash, roadway, driver, vehicle, citation/adjudication, and injury surveillance) and include safety professionals involved in data collection, data management, and data applications.

Co-Chairs of STRCC: One Co-Chair is a member or designee of the Governor's Traffic Safety Bureau and also serves as the single point of contact for traffic records in Iowa. The Second Co-Chair is a member of a state agency directly involved in the maintenance or analysis of state traffic records.

The Co-Chairs are responsible for the ongoing institutional "health" of STRCC. They set meeting dates and agendas with input of STRCC membership, communicate with the membership, arrange meeting facilities, preside over meetings, organize activities including strategic planning, and sustain the multidisciplinary, multi-agency nature of the membership. The Co-Chairs are responsible for the preparation and submittal of annual progress reports associated with the 408 program. While not the only members who draft documents, plans, and grant proposals, they create or oversee those that are the specific responsibility of STRCC.

The Co-Chairs must be aware of what is taking place in Iowa regarding traffic safety data, reach out to stakeholders, listen and learn to maintain institutional culture. They must conduct STRCC with an approach of inclusiveness rather than exclusiveness. Regarding communications and networking outside of Iowa, the Co-Chairs share with other STRCC members the responsibility to remain aware of developments in traffic records nationwide, and to share this information with all Iowa STRCC members.

The Co-Chairs promote direct involvement and attendance in these professional activities by other Iowa STRCC members, supported by the Guidance Team for STRCC. When added to the participation and outreach conducted for TraCS. These efforts enable numerous Iowans to grow professionally and to experience an unprecedented level of exposure to their state and national traffic records and safety data counterparts and vice versa.

Data Quality and Analysis Coordinator: A member of STRCC serves as a focal point for data quality and analysis issues. The responsibilities of the Data Quality and Analysis Coordinator are to serve as the resident expert on these matters, assisting the Co-Chairs and STRCC Membership to understand the degree of current quality, how quality may be improved or threatened by future developments, and what analysis methodologies are appropriate for Iowa safety data.

Liaisons: STRCC liaisons participate in the same manner as other members, including having

Voting rights. Liaisons shall abstain from voting if there is a potential conflict of interest.

STRCC has the following liaison members:

- Iowa Traffic Safety Alliance
- FHWA liaison
- FMCSA liaison
- NHTSA liaison
- One or more University liaisons

Consultants, Independent Contractors and Friends of STRCC: Persons interested in STRCC meeting agendas, meeting notes, and other activities of the committee are welcomed to be placed on the email address list for STRCC. Friends are welcomed at meetings, and Members are encouraged to bring guests; prior notice is appreciated.

Meetings: Meetings are typically held once per calendar quarter with additional meetings called as needed. Attendance rosters, agendas, meeting minutes and other supporting meeting documentation shall be maintained by STRCC Co-Chairs.

STRCC role and functions: The STRCC has the following attributes and functions:

- a) Includes representatives from highway safety, highway infrastructure, law enforcement and adjudication, public health, injury control and commercial vehicle agencies and organizations;
- b) Has the authority to review any of the State's highway safety data and traffic records systems and to review changes to such systems before the changes are implemented;
- c) Provide a forum for the discussion of the highway safety data and traffic records issues and report on any such issues to the agencies and organization in the State that create, maintain and use highway safety data and traffic records;
- d) Consider and coordinate the views of organizations in the State that are involved in the administration, collection and use of the highway safety data and traffic records system;
- e) Represent the interests of the agencies and organizations within the traffic records system to outside organizations; and
- f) Review and evaluate new technologies to keep the highway safety data and traffic records systems up-to-date.

State Traffic Records Assessments: In addition, the STRCC is responsible for the state-based work involved in periodic Traffic Records Assessments (logistics, questionnaires, scheduling and participating in interviews, follow-up, etc.) Iowa had NHTSA- sponsored assessments completed in 1994, 2005, and 2011. Successful assessments require the participation of STRCC membership.

STRCC is responsible for creating a strategic plan for the statewide traffic records system. It periodically conducts strategic planning meetings allowing for extensive study and participation by its members, utilizing the Traffic Records Assessment findings, providing for evaluation of Assessment recommendations, and culminating in a strategic plan document. Included are the state agencies who are custodial agents for the major datasets (crash, roadway, driver, vehicle, enforcement and adjudication, and injury control) of the traffic records systems, and the data

collectors and data users at all levels of Iowa government. By performing the work involved in strategic planning, members have buy-in to the product.

STRCC has played a key role in prioritizing candidate projects for funding across several funding sources, including federal and state safety funds.